



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

COMPTROLLER
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CJCSI 7201.01
15 August 1999

COMBATANT COMMANDERS' OFFICIAL REPRESENTATION FUNDS

REFERENCES:

- a. MCM-24-98, 9 February 1998, "Implementation of the Unified Command Plan"
- b. DOD Directive 7250.13, 23 February 1989, "Official Representation Funds"

1. Purpose. This instruction assigns responsibilities and prescribes general guidance governing the use of funds appropriated for official representation purposes throughout USACOM, USPACOM, USEUCOM, USCENCOM, USSOUTHCOM, USTRANSCOM, USSPACECOM, USSTRATCOM, UNC, and other commands as specified and created under reference a for which the Chairman of the Joint Chiefs of Staff has final authority for Official Representation Funds (ORF), (hereafter referred to collectively as the combatant commands).

2. Cancellation. None.

3. Applicability. This instruction applies to the combatant commands.

4. Policy

- a. ORF will be used only to maintain the prestige of the United States by extending official courtesies to certain officials and dignitaries of the United States and foreign countries.

b. The use of ORF will be monitored closely to ensure that expenditures for social and entertainment purposes comply with socially acceptable mores of American society and that the policy objectives of the United States and the interests of the US taxpayer are jointly served.

c. ORF are available only for official activities hosted and attended by a combatant command general/flag officer or other official designated in writing by the CINC. If the general/flag officer or other official designated in writing by the combatant commander is not attending the substantive portion of the visit, ORF are not available for any social activities. Exceptions to this policy must be approved in writing on a case-by-case basis by the CINC or the Chairman of the Joint Chiefs of Staff.

d. Only gifts that comply with the guidance in this instruction may be given. Suitable levels of gifts based on the status of the various recipients will be planned if more than one gift will be given on an occasion. Every effort will be made to avoid presenting duplicate gifts to the same distinguished visitor.

e. Records concerning the use of ORF will be maintained on an event-by-event basis to provide data on how and why these funds are used.

5. Definition. For this instruction, DOD personnel, unless specifically indicated to the contrary, includes all military members and civilian employees of the Department of Defense and the Coast Guard (USCG) when serving with or as an element of the Department of Defense, students of the US military educational institutions, reservists on active duty, members of the National Guard, all military and civilian retirees of the Department of Defense not holding a position of prominence in the non-DOD community, and spouses of the foregoing categories.

6. Responsibilities and General Guidance. See Enclosure.

7. Summary of Changes. This instruction responds to the Principal Deputy Under Secretary of Defense (Comptroller) decision that placed administrative control for CINC ORF with the Office of the Joint Staff Comptroller on 1 December 1998. Policy changes have been incorporated to eliminate conflicting variances resulting from incorporating guidance from various military departments.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components to include the combatant commands, other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page -- <http://www.dtic.mil/doctrine/jel/cjcsd.htm>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

9. Effective Date. This instruction is effective 1 October 1999.

For the Chairman of the Joint Chiefs of Staff:



V. E. CLARK
Vice Admiral, US. Navy
Director, Joint Staff

Enclosure:

Responsibilities and General Guidance

Appendix A--CINC ORF Annual Plan Guidelines

Appendix B--CINC ORF Processing Guidelines

Appendix C--CINC Quarterly Report Guidelines

Appendix D--Listing of DOD Officials Eligible for Official
Courtesies on Official Visits to Unified Command
Areas of Responsibility and Activities

Appendix E--Sample "Request for Programmed ORF"

Appendix F--Sample "Request for Unprogrammed ORF"

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ENCLOSURE

RESPONSIBILITIES AND GENERAL GUIDANCE

1. Responsibilities

a. Chairman of the Joint Chiefs of Staff

(1) Establishes overall policy for approval of expenditures for ORF within the combatant commands.

(2) Authorizes use of ORF for purposes not covered in this instruction or reference b, if such purposes are consistent with the general guidance of reference b.

(3) May delegate these responsibilities as appropriate, and ensures those designees do not have unlimited approval authority.

(4) Approves the combatant commands' financial plans for fiscal year ORF requirements.

b. Commanders of Combatant Commands

(1) Approve the Unified Command Annual Plan of fiscal year ORF requirements and allocations. Appendix A provides minimum requirements and suggested format for an annual plan.

(2) Control the use of representation funds in accordance with the Joint Staff approved Unified Command Financial Plan fiscal year allocation. Appendix B provides specific ORF processing guidelines. The CINCs may tailor individual command policy provided this minimum level of guidance is met.

(3) May delegate these subresponsibilities, except the approval authority set forth in paragraph 1b(5) below, as appropriate, and ensure those designees do not have unlimited approval authority.

(4) Delegate the authority to host official events to the appropriate general/flag officers or other official designated in writing under their command, in accordance with this instruction and reference b.

(5) Approve in advance all combatant command ORF expenditures that exceed \$10,000 per event.

(6) Submit quarterly reports on ORF expenditures to the Joint Staff Comptroller, as specified in Appendix C.

(7) May supplement this CJCSI to furnish more detailed guidance and provide for periodic self-inspections.

c. Joint Staff Comptroller

(1) Issues a budget call and instructions, and provides guidance to the combatant commands for the preparation of yearly financial plans for fiscal year ORF requirements.

(2) Consolidates the CINC ORF Financial Plans from the combatant commands.

(3) Notifies the combatant commands of approved allocations.

(4) Processes requests for unprogrammed requirements from the combatant commands to the Chairman of the Joint Chiefs of Staff or his designee, recommends disposition of each request, and relays the Chairman's decision to the combatant commands. For the purpose of this CJCSI, unprogrammed requirements are defined as those that exceed the annual ORF allocation provided to the combatant commands.

(5) Provides combatant commands with guidance on CINC ORF documentation and accounting requirements.

(6) Conducts CINC ORF management audits, as needed, on one or more combatant commands annually.

d. Combatant command comptroller.

(1) Prepares combatant command ORF annual plan of fiscal year ORF requirements and allocations, in accordance with Appendix A, for CINC approval.

(2) Forwards combatant command financial plan, as per Appendix A, paragraph 4, to the Joint Staff Comptroller annually.

(3) Monitors ORF requests for compliance with guidance, and processes requests to the combatant command CINC and Chairman of the Joint Chiefs of Staff, as necessary.

(4) Reviews each request for ORF against the approved annual plan, validates the appropriateness of expenses for ORF use, and notifies the requestor of the approval/disapproval before the scheduled event.

(5) Assigns paying agents and briefs them on ORF guidelines.

(6) Keeps records on an event-by-event basis that describe how and why combatant command ORF was used.

(7) Prepares quarterly reports on ORF expenditures for submission to the Joint Staff Comptroller, as specified in Appendix C.

2. General Guidance

a. Authorized Guests. Only expenditures for, or in honor of, the individuals listed below are reimbursable from ORF:

(1) Distinguished foreign or US citizens whose rank, position, function or stature warrant extension of official courtesies by the US Government;

(2) US Federal, state, county, and local officials, such as the President and the Vice President of the United States; members of the Cabinet; members and professional staff personnel of the Congress; other US Government officials comparable to DOD officials listed in Appendix D; governors of states; mayors of cities; citizens' committees; and other distinguished or prominent citizens who have made a substantial contribution to the Nation or the Department of Defense, including the local community and members of the news media on certain occasions;

(3) Official courtesies may additionally be offered to those military and civilian officials of the Department of Defense listed in Appendix D when they are on official visits to combatant command areas of responsibility and activities. Courtesies shown these officials shall only be in the form of officially hosted events. It shall not be used for expenses that are solely for the personal entertainment of these officials;

(4) Official courtesies normally will include costs of luncheons, dinners, receptions, mementos, and participation expenses at DOD-sponsored events.

(5) US personnel traveling with the official party shall be limited to the minimum number necessary to provide escort, interpreting, security, or other essential services that may be necessary to accomplish the purpose of the visit.

(6) When desired by the foreign dignitary and in DOD interest, the Washington-based foreign defense or Military Service attaché may be included in the official party at the discretion of the inviting DOD official.

b. Expenses

(1) The guidelines in subparagraphs 5.3.1 and 5.3.2 of reference b, although not all-inclusive, are indicative of the items for which ORF may or may not be used.

(2) In addition to expenses allowed by reference (b), food and beverages may be authorized for other activities if there is a clear reason for not allowing time for outside breaks or if it is clearly in the interest of the sponsoring organization to show goodwill, reciprocity, etc., and if the individual to be hosted otherwise qualifies as an authorized guest.

(3) Those officials authorized to host official events specified in subparagraph 1a(3) and 1b(4) above may present gifts and mementos funded by ORF. With prior written permission from one of these senior officials, subordinate officials under a presenting official's command or supervision may present a gift on the senior official's behalf. The authority may not be further delegated.

(4) No one gift may be purchased or presented, nor may the aggregate cost of gifts presented by any one official to any one authorized guest exceed the limits set forth in reference b.

(5) Costs for retirement and change of command ceremonies for DOD personnel are not authorized, unless specifically approved in advance by the Chairman of the Joint Chiefs of Staff. ORF support for such requests will be limited to the pro rata costs of authorized non-DOD attendees.

(6) Payment for membership fees or dues is not authorized.

(7) Expenses normally considered personal obligations, expenses for seasonal cards, greeting cards and calling cards, and expenses for classified projects for intelligence purposes are not authorized.

(8) To ensure that official entertainment costs are minimized, observe the following ratios of DOD personnel (including spouses or escorts) to authorized guests. In determining the ratios, foreign military personnel assigned to the host activity are counted as DOD personnel. The ratios are as follows:

(a) In parties of less than 30, a minimum of approximately 20 percent should be honored or distinguished guests and members of their party (a one to four ratio). For example, an official guest list of 25 people would need a minimum of 5 honored or distinguished guests for ORF to cover 100 percent of the total cost of the event.

(b) In parties of 30 or more, a minimum of approximately 50 percent should be honored or distinguished guests and members of their party (a one-to-one ratio). For example, an official guest list of 50 people would need a minimum of 25 honored or distinguished guests for ORF to cover 100 percent of the total cost of the event.

(9) When the ratios indicated in paragraph 2b(8) are not met, DOD personnel in excess of the ratios may attend by paying their pro rata share of the total expenses. The additional personnel may bear the cost of their attendance, or, as an alternative, the cost may be allocated among all DOD attendees. However, DOD personnel will not be required to pay pro rata shares of expenses when ratios are distorted because authorized guests fail to attend. The following examples illustrate how to calculate the pro rata shares of total expenses:

(a) An official guest list contains 25 people requiring a 20 percent ratio. Three people on the list are authorized guests. Applying the one to four ratio, only 12 DOD personnel may also be properly funded with ORF. Therefore, 15 people (3 authorized and 12 DOD) comprise 60 percent of the total guest list and hence, ORF may cover 60 percent of the total cost of the event. The remaining 40 percent of the cost must be paid either on a pro rata basis by the additional 10 DOD personnel, or as divided among all DOD attendees. In dollar terms, if the event costs \$16 per person, the total cost would be \$400. ORF pay \$240 for the 3 authorized and 12 DOD personnel. The remaining 10 DOD personnel pay \$160 or \$16 each, their pro rata share, or, as an alternative, all 22 DOD personnel pay \$7.27.

(b) An official guest list contains 50 people requiring a 50 percent ratio. Ten people on the list are authorized guests. Applying the one to one ratio, only 10 DOD personnel may be properly funded with ORF. Therefore, 20 people (10 authorized and 10 DOD) comprise 40 percent of the total guest list and hence, ORF may cover 40 percent of the total cost of the event. The remaining 60 percent of the cost must be paid either on a pro rata basis by the additional 30 DOD personnel or as divided among all DOD attendees. In dollar terms, if the event costs \$10 per person, the total cost would be \$500. ORF pay \$200 for the 10 authorized and 10 DOD personnel. The remaining 30

DOD personnel pay \$300 or \$10 each, their pro rata share, or, as an alternative, all 40 DOD personnel pay \$7.50.

(10) Planning officials are reminded that the preceding ratios are intended as a minimum allowable percentage to justify the expenditure of ORF for an entire event. In no circumstances will the applicable ratio be exploited to allow the attendance of more DOD personnel than absolutely necessary without having to pay their share of the cost of the event. The practice of adding unnecessary DOD personnel as event participants merely because the minimum ratio may permit it is specifically prohibited.

(11) To the extent practical, complete lists of proposed attendees, both DOD personnel and visitors in the guest party, will be provided to the appropriate combatant command comptroller's office for programmed events in sufficient time prior to the event to validate proper use of ORF. Actual attendance lists will be submitted after the event is held.

(12) Other costs, such as salaries, travel, transportation of DOD personnel, printing, and stationery, will be charged to the normal appropriation legally available for such purposes.

c. Subordinate Command ORF Events. If an event is hosted solely by a combatant command's subordinate command, and the subordinate command is authorized ORF, costs of the event are to be charged to the subordinate command.

d. Unprogrammed Requirements. For the purpose of this CJCSI, unprogrammed requirements are defined as those that exceed the annual ORF allocation provided to the combatant command. Each unprogrammed requirement must be forwarded to the Chairman of the Joint Chiefs of Staff through the Joint Staff Comptroller. The Joint Staff Comptroller will validate all requests as legitimate ORF requirements, recommend disposition of the request, and forward it to the Chairman of the Joint Chiefs of Staff (or designee) for approval. Unprogrammed requirements requests for ORF should reach the Joint Staff Comptroller at least 30 days before the event and should include the information set forth in Appendix F.

e. Procedures to Request Expenditure of Official Representation Funds

(1) Programmed Requirements. Each request should be forwarded to the combatant command comptroller for validation of expenses. Requests must be approved and signed by the CINC or his authorized designee. Each

request must include sufficient detail to justify the expense. Appendix E provides a sample request format and detail needed.

(2) Unprogrammed Requirements. Each request should be forwarded to the combatant command comptroller for validation of expenses. Requests must be approved and signed by the CINC or authorized designee. Each request must also include sufficient detail to justify the expense. The combatant command comptroller will forward each request to the Joint Staff Comptroller for approval, per paragraph 2d above. Appendix F provides a sample request format and detail needed.

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APPENDIX A TO ENCLOSURE

CINC ORF ANNUAL PLAN GUIDELINES

1. Each combatant command shall have an annual plan of fiscal year ORF requirements and allocations to determine and manage ORF use for the upcoming year.
2. The combatant command comptroller will collect ORF requirements from staff elements and consolidate them into the annual plan for CINC approval. After CINC approval, the combatant command comptroller will use the annual plan as an internal management document.
3. The annual plan shall contain the following minimum elements:
 - a. Summary Data. The annual plan summary data shall consist of total ORF obligations expected in the year, separated into quarters, a list of events planned for each quarter, and the amount of ORF required for each event.
 - b. Event Specific Data. The annual plan must include a list of each event with the estimated cost and projected fiscal quarter in which the event will occur. A schedule of distinguished visitors, even if tentative, is also needed. Backup data must be provided to support each event that is listed using the format of Figure A-A-1.

<p style="text-align: center;"><u>OFFICIAL REPRESENTATION FUND REQUEST FORMAT</u> <u>FY__ OFFICIAL REPRESENTATION FUNDS</u></p> <p>Staff Element:</p> <p>Position Title/Grade of Host:</p> <p>Description of Event:</p> <p>Purpose:</p> <p>Benefits to the US Government:</p> <p>Projected number of official guests:</p> <p>Projected number of Defense participants:</p> <p>New Requirement:____(Yes) ____ (NO)</p> <p>Quarter in which planned:</p> <p>Estimated Cost:</p> <p>P.O.C. Name/phone:</p>

Figure A-A-1. ORF Request Format

4. Summary data from the annual plan will be used to prepare the financial plan of future fiscal year ORF requirements, which must be submitted to the Joint Staff Comptroller annually. The financial plan must identify total ORF obligations for the year and identify the quarter in which each obligation is expected to occur.

APPENDIX B TO ENCLOSURE
CINC ORF PROCESSING GUIDELINES

1. Event Review. Each event is to be processed on a form such as those at Appendix E or F and approved by the CINC or his authorized designee prior to the event's occurrence. Appropriate review of each event should at a minimum include the combatant command general/flag officer hosting the event, the combatant command comptroller, the combatant command legal counsel, and the combatant command protocol office (especially if a gift exchange takes place).

2. CINC Authorized Approval Designees. Each general/flag officer or other official designated in writing by the combatant commander authorized by the CINC to approve use of ORF for specific events:

a. Will be specifically accountable for controlling the use of ORF in accordance with the approved fiscal year allocation.

b. Should submit individual requests for programmed requirements to their comptroller for approved events in sufficient time prior to the event. The combatant command comptroller will ensure that all proposed CINC ORF expenditures are legitimate charges prior to release of funds. The CINC or his designee must sign all requests. Appendix E is suggested format. Each request must include the itemized list for the planned event, as well as:

(1) Complete data on the visitors being hosted, including a guest list reflecting name(s), title(s), and organization(s) represented.

(2) A statement as to purpose and/or objectives of the visit and the proposed social event(s). Each proposed event must be justified separately, including identification of the type, date, place, and maximum cost.

(3) Identification of the benefits toward mission accomplishment and/or combatant command protocol responsibilities.

(4) Complete information, including referenced correspondence leading to the request and the proposed itinerary.

(5) Complete data on the type(s), quantity, and costs of mementos to be given.

c. Should submit requests for all unprogrammed ORF requirements ORF to the combatant command comptroller. The request should be in the Appendix F format and should include the itemized list for the event planned, as well as:

(1) Complete data on the visitors being hosted, including a guest list reflecting name(s), title(s), and organization(s) represented.

(2) A statement about the purpose and/or objectives of the visit and the proposed social event(s). Each proposed event must be justified separately, including identification of the type, date, place, and maximum cost.

(3) Identification of the benefits toward mission accomplishment and/or combatant command protocol responsibilities.

(4) Complete information, including referenced correspondence leading to the request and the proposed itinerary.

(5) Complete data on the type(s), quantity, and costs of mementos to be given.

(6) The request must include a statement that this is an unprogrammed requirement and requires additional funds.

d. As soon as practicable, but not more than 30 days after the event, should submit complete documentation, as follows, to the combatant command comptroller for processing of payment vouchers:

(1) A statement identifying the host; approved documentation for the expenditure; description of each event; the date, place, nature, and purpose of event; cost; and certification that expenses were incurred for official purposes authorized.

(2) Original itemized invoice(s), marked paid or due.

(3) List of attendees, showing their official title(s) and organization(s) they represent, including the designated host. Visiting guest(s) and DOD representatives should be listed separately.

e. Will ensure that CINC ORF requirements are current by reviewing them quarterly for deletions or changes.

f. Should submit requests for all substitute requirements for ORF to their CINC (or designee) for disposition and approval/disapproval.

3. Processing Approved Requirements. The combatant command comptroller shall assign paying agents and brief them on ORF guidelines.

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APPENDIX C TO ENCLOSURE

CINC QUARTERLY REPORT GUIDELINES

1. For each quarter where ORF funds have been requested, obligated or expended, the CINCs shall submit a report of fund usage to the Chairman of the Joint Chiefs of Staff through the Joint Staff Comptroller.
2. The report should indicate total ORF obligations for the quarter, reporting total accrued expenditures paid to date (disbursements) and total accrued expenditures unpaid, as well as undelivered orders outstanding. Additionally, for each ORF expenditure, include pertinent accounting data and a short description or amplifying remarks. Figure A-C-1 shows the format prescribed for quarterly reports.
3. Send quarterly reports as of 31 December, 31 March, 30 June, and 30 September not later than 15 calendar days after the end of the reporting period to the Joint Staff Comptroller. Negative reports required.

ORGANIZATION: _____

QUARTERLY REPORT ON THE EXPENDITURES OF
OFFICIAL REPRESENTATION FUNDS

DATED: 1 APRIL 1999 – 30 JUNE 1999

CASE OR VOUCHER #	EVENT DATE	REQUESTED AMOUNT	ACTUAL AMOUNT	QTRLY EXPENSES	CUMULATIVE EXPENSES	#DOD GUESTS	#NON-DOD GUESTS	DESCRIPTION AND/OR REMARKS

3RD QTR TOTALS

Total Accrued Expenditures Paid (Disbursements): \$ _____
 Total Accrued Expenditures Unpaid and Undelivered Orders Outstanding: \$ _____
 Total Obligations: \$ _____

CUMULATIVE TOTAL ORF OBLIGATIONS FOR FY 1999: \$ _____

Figure A-C-1. Format for Quarterly Reports

A-C-2

APPENDIX D TO ENCLOSURE

LISTING OF DOD OFFICIALS
ELIGIBLE FOR OFFICIAL COURTESIES ON OFFICIAL VISITS TO
UNIFIED COMMAND AREAS OF RESPONSIBILITY AND ACTIVITIES

Secretary of Defense and Deputy Secretary of Defense
Under Secretaries of Defense
Director, Defense Research and Engineering
Assistant Secretaries of Defense
Comptroller of the Department of Defense (C,DOD)
General Counsel of the Department of Defense (GC, DOD)
Inspector General of the Department of Defense (IG, DOD)
Director, Operational Test and Evaluation
Assistants to the Secretary of Defense
Chairman of the Joint Chiefs of Staff
Vice Chairman of the Joint Chiefs of Staff
Director, Joint Staff
Combatant commanders
Deputy Commander in Chief, US European Command
Secretaries, Under Secretaries, and Assistant Secretaries of the Military
Departments
Chiefs and Vice Chiefs of Staff of the Army and Air Force
Chief and Vice Chief of Naval Operations
Commandant and Assistant Commandant of the Marine Corps
Directors of the Defense Agencies
President, Uniformed Services University of the Health Sciences

CJCSI 7201.01
15 August 1999

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APPENDIX E TO ENCLOSURE
SAMPLE "REQUEST FOR PROGRAMMED ORF"

CINC ORF ACTION PROCESSING FORM					
TO COMPTROLLER,			CLASSIFICATION UNCLASSIFIED		ACTION NUMBER
THRU					ORIG SUSPENSE
SUBJECT Request for Programmed Official Representation Funds			ACTION		J SUSPENSE
			<input checked="" type="checkbox"/>	APPROVAL	DIV SUSPENSE
				SIGNATURE	
				INFORMATION	
<p>ACTION SUMMARY</p> <p>1 <u>Purpose</u>. To request approval for official representation funds.</p> <p>2. <u>Discussion</u>. Request approval to expend representation funds for luncheon and dinner for . . .</p> <p style="margin-left: 40px;">a. Event(s): List dates, places, attendees (include # of persons and titles), and cost estimates for all expenditures as a separate tab. Include the name of the designated host.</p> <p style="margin-left: 40px;">b. Official gifts: List item(s) and cost estimates.</p> <p style="margin-left: 40px;">c. Total costs (a+b).</p> <p style="margin-left: 40px;">d. This is a programmed event for FY 19xx Official Representation Funds.</p> <p style="margin-left: 40px;">e. Paying Agent: Name, Rank, (if app.) and SSN.</p> <p>3. <u>Justification</u>. Describe why this is a necessary expenditure, such as: To reciprocate for similar activities hosted by the official guests of the above nation.</p> <p>4. <u>Recommendation</u>. Combatant command comptroller approve the expenditure of representation funds for the purpose stated.</p>					
COORDINATION/APPROVAL					
OFFICE	NAME & DATE	EXT	OFFICE	NAME & DATE	EXT
PAYING AGENT/DIV/PHONE					
DATE PREPARED		CLASSIFICATION UNCLASSIFIED		Classified by Declassify on	

OFFICIAL REPRESENTATION FUND
ESTIMATED EXPENDITURES
FOR
15TH UNITED STATES-UNITED KINGDOM
LOGISTICS STAFF TALKS

29 - 30 JULY 1991
NORFOLK, VIRGINIA

EVENT	DATE	ATTENDEES	ESTIMATED EXPENDITURES
Conference Welcome Luncheon ¹	29 July	43	\$1,502.00
Conference Luncheon ²	30 July	23	\$ 529.00
Conference Dinner ³	30 July	48	\$3,005.00
Mementos/Engraving ⁴			\$ 605.00
Cultural Tours ⁵	29 July	43	\$ 215.00
	30 July	23	\$ 250.00
Total ⁶			\$6,106.00

¹ Conference welcome luncheon for delegates and spouses serves as the opening event. Luncheon planned for Joe's Crab Shack, Yorktown, Virginia, to take advantage of its immediate proximity to the Patriotic Victory Center where delegates and spouses will take a cultural tour just prior to lunch. Costs include meal, beverage, 15 percent service/gratuity charge, and 8.5 percent state and local taxes. There is no charge for facility use.

² Conference luncheon for delegates is planned for either the Norfolk Naval Base Officers Mess or the HQ SACLANT Mess. Costs include meal, beverage, and gratuity. No charge for facility use.

³ Conference dinner for delegates and spouses is planned for The Bay Winds Club, Norfolk, Virginia, because of its proximity to the Misty International Hotel where delegates are billeted. Special invited guests include the Supreme Commander and Deputy Supreme Commander, Allied Command Atlantic. Costs include meal, hors d'oeuvres, beverages, table decorations, bartender fee (\$20), room fee (\$50), 15 percent service/gratuity charge, and 8.5 percent state and local taxes.

⁴ Includes mementos, welcome baskets, flowers.

⁵ Tours of Patriotic Victory Center and Colonial Williamsburg.

⁶ At least 50 percent of attendees at all events are UK dignitaries.

APPENDIX F TO ENCLOSURE
SAMPLE "REQUEST FOR UNPROGRAMMED ORF"

CINC ORF ACTION PROCESSING FORM					
TO CJCS			CLASSIFICATION UNCLASSIFIED		ACTION NUMBER
THRU JS COMPT _____ CINC _____				ORIG SUSPENSE	
SUBJECT Request for Unprogrammed Official Representation Funds			ACTION		J SUSPENSE
			x	APPROVAL	DIV SUSPENSE
				SIGNATURE	
				INFORMATION	
<p>ACTION SUMMARY</p> <p>1. <u>Purpose</u>. To request approval for unprogrammed official representation funds.</p> <p>2. <u>Discussion</u>. Request approval to expend representation funds for luncheon and dinner for . . .</p> <p style="margin-left: 40px;">a. Event(s): List dates, places, attendees (include # of persons and titles), and cost estimates for all expenditures as a separate tab. Include the name of the designated host.</p> <p style="margin-left: 40px;">b. Official gifts: List item(s) and cost estimates.</p> <p style="margin-left: 40px;">c. Total costs (a+b).</p> <p style="margin-left: 40px;">d. This is an unprogrammed event for FY 19xx Official Representation Funds.</p> <p style="margin-left: 40px;">e. Paying Agent: Name and SSN.</p> <p>3. <u>Justification</u></p> <p style="margin-left: 40px;">a. Describe why this is a necessary expenditure, such as: To reciprocate for similar activities hosted by the official guests of the above nation.</p> <p style="margin-left: 40px;">b. Explain which programmed event funds will be drawn on to support this unprogrammed event.</p> <p>4. <u>Recommendation</u>. Chairman of the Joint Chiefs of Staff approve the expenditure of representation funds for the purpose stated.</p>					
COORDINATION/APPROVAL					
OFFICE	NAME & DATE	EXT	OFFICE	NAME & DATE	EXT
PAYING AGENT/DIV/PHONE					
DATE PREPARED		CLASSIFICATION UNCLASSIFIED		Classified by Declassify on	

OFFICIAL REPRESENTATION FUND
ESTIMATED EXPENDITURES
FOR
53RD US-GERMAN JOINT STAFF TALKS
17-21 OCTOBER 1994
SAN DIEGO CA

EVENT	DATE	ATTENDEES	ESTIMATED EXPENDITURES
In-flight meal ¹	17 Oct	29	\$ 70.00
Conference Luncheon ²	18 Oct	29	\$ 500.00
Conference Dinner ³	18 Oct	29	\$1,250.00
Conference Luncheon ⁴	19 Oct	29	\$ 500.00
Conference Dinner ⁵	19 Oct	29	\$1,250.00
Refreshments ⁶	17-21 Oct	29	\$ 310.00
In-flight meal ⁷	21 Oct	29	\$ 70.00
Total⁸			\$3,950.00

¹ In-flight meals for flight from Andrews AFB to San Diego, CA.

² Conference luncheon for delegates is planned for San Diego Officers Club, San Diego, CA. Costs include meal, beverage, and gratuity charge. San Diego Protocol instructed not to exceed \$500.00.

³ Conference dinner for delegates is planned for a site yet to be determined in the San Diego, CA, area. Costs include meal, beverage, service/gratuity charge, room fee and sales tax. San Diego Protocol instructed not to exceed \$1,250.00.

⁴ Conference luncheon for delegates is planned for San Diego Officers Club, San Diego, CA. Costs include meal, beverage, and gratuity charge. San Diego Protocol instructed not to exceed \$500.00.

⁵ Conference dinner for delegates is planned for a site yet to be determined in the San Diego, CA area. Costs include meal, beverage, service/gratuity charge,

room fee, and sales tax. San Diego Protocol instructed not to exceed \$1,250.00.

⁶ Refreshments for delegates are planned for conference site at San Diego Naval Base. Costs include beverage, snacks, attendant charge, and service charge.

⁷ In-flight meals for flight from San Diego, CA, to Andrews AFB.

⁸ Approximately 50 percent of attendees at all events are German officials.

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